

Chief, Management Staff

9 August 1956

Chief, Records Management Staff

Weekly Report - Week Ending 9 August 1956

1. Memoranda were directed to the DD/I and to major offices of the DD/S concerning the potential for further records management activities and the need for full time area records officers.

2. The files of the Psychological Strategy Board were retired to the Records Center in June. Word of the retirement apparently stimulated two other sources to retire related records which are now being incorporated with the PSB files.

3. Preliminary drawings for the proposed addition to the Records Center have been submitted by the architect for review. A project outline requesting funds for construction has been prepared and is being coordinated.

4. A Management Staff study and a proposed CSI providing for a DD/P Reports Management program has been reviewed and concurred in by this office. The program will be guided by the standards and procedures developed by this Staff and will conform with similar programs now underway in the DD/S and DD/I areas.

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